

Federal Parent Locator Service

# **National Interstate Case Reconciliation (ICR) Project**

## **Technical Data Guide for Extract File and Matching Results**

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## **SECTION 1.0**

### **EXECUTIVE SUMMARY**

This document combines procedural and programming guidelines for states participating in the national Interstate Case Reconciliation (ICR) program.

Section 2.0, the ICR Extract File Technical Data Guide provides steps for participating states to develop their extract files, including identifying interstate cases for ICR purposes, creating datasets, and establishing procedures for transmission of the extract file to OCSE for processing.

Section 3.0, the ICR Guide to Reconciliation Matching Results, provides guidelines for state processing of the interstate cases matched and returned by the Federal Office of Child Support Enforcement (OCSE) to reconcile interstate case discrepancies. Section 3.0 describes the ICR data exchange process and the reason codes returned to the states. Also included in section 3.0 are frequently asked questions from participating states about the ICR program, and a list of common terms and definitions.

Appendix A, ICR State Extract File Record Format, is a chart of data elements participating states use to develop their extract file to be sent to OCSE for nationwide matching.

Appendix B, ICR Case Discrepancies Reason Code Table, is a chart with discrepancy reason codes and suggested next actions for processing each discrepancy.

Appendix C, ICR Reconciliation Matching Results File Record Format, is a chart showing the data elements returned to states from OCSE for the nationwide match.

Appendix D, ICR Reconciliation Report Format, is a sample of the print program returned to the submitting state.

## **SECTION 2.0**

### **ICR EXTRACT FILE TECHNICAL DATA GUIDE**

The purpose of the national ICR Extract File Technical Data Guide is to define standards and guidelines for your state and other participating states to develop and submit extract files in support of the ICR project.

There are several steps states must take in order to submit the data needed for the ICR project, and this guide will walk the participating states through those steps.

The overall steps that states must perform to develop their extract files are:

- 1) Create datasets for both the state extract records and the reconciliation matching results records.
- 2) Contact the OCSE Data Transmission Team to set up the CONNECT: Direct process for transmitting the files to and from SSA.
- 3) Identify which cases constitute interstate cases for ICR purposes.
- 4) Designate a programming technical point of contact.
- 5) Develop a program to read the statewide child support system and extract interstate case information.
- 6) Create the extract file and transmit it to OCSE for processing.

Following sections are devoted to each of these steps. The ICR State Extract File Record Format itself appears in Appendix A.

#### **2.1 Create Datasets**

The first step in the ICR process is to create two datasets on your system:

- A dataset to hold the extract file being produced by the state for transmission to OCSE, and
- A separate dataset to hold the file being transmitted back to your state with the reconciliation matching results.

The issue of keeping interstate cases synchronized after a national ICR has not yet been resolved. However, the current recommendation for keeping interstate cases synchronized would require the reconciliation process to be run again. With this in mind, it is recommended that you use a Generation Data Group (GDG) for both the state extract dataset and the reconciliation matching results dataset. The attributes of both files are:

- Fixed block, and
- A record length of 550 bytes for both the state extract and reconciliation matching results datasets.

The naming conventions for these datasets are up to the states to determine. Regardless of the format, however, you must provide the dataset names to OCSE for staff to set up the CONNECT:Direct process as discussed in the next section.

## **2.2 Contact OCSE**

The next step in the ICR process is to arrange for the CONNECT:Direct process to be set up at SSA, for both the state extract file to be transmitted and for the reconciliation matching results file to be received.

Your state representative must provide the names of the datasets created in the previous section in order to accomplish this task. The OCSE Data Transmission Team's contact information for setting up the CONNECT:Direct process is:

<b>Name</b>	<b>Telephone</b>	<b>E-Mail Address</b>
Abe Klugman	(410) 965-5635	aklugman@acf.hhs.gov
Gary Sullivan	(410) 966-0931	gasullivan@acf.hhs.gov

Once OCSE has completed the CONNECT:Direct set up process, OCSE representatives will supply your state with a set of Job Control Language (JCL). This JCL, when executed, will transmit the assigned state extract dataset to the SSA mainframe in Baltimore, Maryland for processing.

OCSE staff will suggest alternative secure transmission methods for any state unable to use CONNECT:Direct.

## 2.3 Identify Interstate Cases

The next step in the ICR process is to identify which cases on your system constitute interstate cases. The following is the "official" definition of an interstate case for use in the national ICR process.

### **Interstate Case for ICR Purposes**

The following definitional elements are to assist in determining which cases should be submitted as interstate cases for ICR purposes:

- A case requested by one state for another state to open and maintain for purposes of paternity or order establishment, and/or enforcement.
- The state requesting this action is the “initiating” state. The other state is the “responding” state.
- Both states maintain identical cases on their systems, and both states would submit the interstate case for ICR purposes.
- Both interstate open and closed cases are submitted for ICR purposes.
- Neither long-arm cases (which don't require service from the other state) nor limited services cases (where a case is not open in the other state) are submitted for ICR purposes.

The provision of these definitional elements should help eliminate ambiguity in selecting cases for submittal in your interstate extract files.

Standardization of terms will be stressed in all of the training materials.

In further determining which cases should be considered interstate cases for reconciliation purposes, you should consider the following criteria:

Any IV-D case for which another state has been asked to open and maintain a case on its system and provide payments to the case in your state should be an interstate case.

Any IV-D case for which another state has requested that your state open and maintain a case on your system and provide it with payments collected for this case should be an interstate case.

Only IV-D cases should be selected.

For all cases deemed to be interstate for reconciliation purposes, one state extract record should be generated for each participant in the case.



## 2.4 Assign Technical Point of Contact

The ICR Partner Agreement outlines state responsibilities associated with participation in the national ICR. Participating states have been asked to designate an ICR coordinator to serve as the primary point of contact between the ICR project team and the state.

The ICR coordinator should direct any program-related questions concerning the national ICR to the OCSE program contacts:

OCSE Program Contacts	Telephone	E-Mail Address
Dave Noble	(434) 990-5715	David.Noble@ngc.com
Tom Kriksciun	(703) 345-7997	Thomas.Kriksciun@ngc.com

The OCSE program contacts are also available to respond to any general inquiries that you may have regarding the ICR program.

In addition to designating the ICR coordinator, participating states should assign a programming technical point of contact for the ICR project. The name, title, telephone number and e-mail address for your programming technical point of contact should be sent to the OCSE ICR Technical Contact, Ken Nesbit. Any technical questions concerning the ICR project should be referred to Mr. Nesbit at the telephone number or e-mail address listed below.

ICR Technical Contact	Telephone	E-Mail Address
Ken Nesbit	(703) 345-8102	Kenny.Nesbit@ngc.com

## 2.5 Develop the Extract Program

The next step in the ICR process is to develop the extract program that will read the state child support system and extract the information for all interstate cases based on the criteria supplied in section 3 of this Guide. The information you provide must comply with the following requirements:

- All data must be in EBCDIC format,
- All alphabetic data must be in upper case,
- All alphabetic and alphanumeric data must be left justified,
- All dates must be in CCYYMMDD format, and
- All filler fields and unused space must be filled with spaces and not low-values.

The *ICR State Extract File Record Format* labels the following data elements as required:

- Case Number,
- FIPS Code,
- Case Status,
- First two bytes of Other State FIPS Code, and
- SSN, Name and Participant Type for at least one child on the case.

These fields are the minimum fields required to fully execute the matching logic in the ICR Extract File Matching process. However, to provide comprehensive matching results, OCSE must receive as much of the data defined in the ICR Extract File as a state maintains for each participant on an interstate case. These requirements should not be interpreted to limit a state to providing information on only one child in an interstate case.

Different data thresholds must be met in order for you to add an interstate case to your state's ICR extract file. The first two bytes of Other State FIPS Code must always be present, pointing the Extract File Matching process to the correct state file to search for a matching case.

When Other State Case Number is present, you should add the case to your state's extract.

When Other State Case Number is not present, then at least one child on the case must be submitted with an SSN in order for the Extract File Matching process to attempt to find a matching case.

If a case is submitted without the first two bytes of Other State FIPS Code or a case is submitted without the Other State Case Number and without an SSN for at least one child on the case, then the Extract File Matching process will automatically return a Reason Code 01 - Participant Mismatch, Case Number Mismatch response record for each participant on the case. This response record is returned because the Extract File Matching process could not attempt a match due to insufficient data.

You should be prepared to thoroughly test the content of the state extract file, as there will be no validation of the file content performed at the federal level. The ICR project team will conduct extract testing for the states to ensure that their state extract files are properly formatted. However, the ICR project team cannot validate the accuracy of the extract contents from each state. This state task of extract content validation becomes very important so as not to transmit misinformation to other states, which would create a more confusing synchronization problem than might already exist.

## **2.6 Transmit the Extract**

As stated in the previous section, you must validate the content of your state's extract file prior to transmitting the extract. Once the state extract file has been validated, you should load this file

into the state extract file dataset that was supplied to the OCSE representatives cited in section 2 of this Guide.

During OCSE's process of setting up CONNECT:Direct for the ICR, OCSE will provide your state with a set of JCL. The execution of this JCL will begin the CONNECT:Direct process to transmit your state extract dataset to OCSE for inclusion in the national ICR process. OCSE will suggest alternative secure transmission methods for any state unable to use CONNECT:Direct.

This constitutes the last step that states must take to supply their interstate case data to OCSE. For information on processing the reconciliation matching results returned by OCSE to your state, please refer to section 3.0.

## **SECTION 3.0**

### **ICR GUIDE TO RECONCILIATION MATCHING RESULTS**

The purpose of the ICR Guide to Reconciliation Matching Results is to provide state child support enforcement agencies steps to utilizing the national ICR matching results to reconcile interstate case discrepancies. This document describes the ICR data exchange process and provides a guide for using the reason codes returned to the states after completion of the national ICR.

The Guide addresses only case discrepancies identified through the initial ICR. Participant data discrepancies will not be addressed unless a subsequent ICR is performed.

Section 3.0 is organized as follows:

- A Technical Approach includes the step-by-step technical process of the extract matching approach and data elements of the extract file layout
- Working with Reconciliation Matching Results, provides the State CSE staff workers with suggestions on how to utilize the reason codes and reconcile cases after receiving the extract matching results
- Frequently Asked Questions
- Common Terms and Definitions used throughout this document.

#### **3.1 Technical Approach**

The purpose of the ICR project is to inform states about mismatches that may arise with interstate cases, and to provide assistance with reconciling those cases. The process outlined here will inform states of data discrepancies in cases shared with another state. The outcome of this process will be to allow states to load the correct Other State Case Number into their systems in an automated fashion with a high level of confidence.

There are several steps involved within the process, and this section of the document outlines these steps, their purpose and their structure.

The Extract File Matching approach, which is the ICR methodology selected after consultation with the state partners, centers on the submission by states of extracts of their interstate cases.

These extracts contain basic data for every open or closed case in their system that fits the definition of an ICR interstate case as provided in section 2.3.

Upon receipt of state extracts from participating states (and a parallel methodology to obtain Federal Case Registry [FCR] data for non-participating states), OCSE will run an extract file matching routine and process the extracts. OCSE will then return to each participating state a formatted response dataset that clearly defines:

- Cases that exactly match a case in another state,
- Cases that essentially match another state's case but contain data discrepancies between the cases,
- Open cases that match closed cases in another state, and
- Cases that a state presumed were interstate cases of which the other states have no record.

Figure 1, ICR Extract File Matching, on the following page, illustrates the ICR matching approach for both participating states and non-participating states

### 3.1.1 Use of State Data

The basis of the ICR is matching, at the federal level, of state interstate case data. There are two manners in which this data is acquired, either through an extract file that participating states develop, or through FCR-derived data from non-participating states. This section details both circumstances.

States that have chosen to participate in the ICR program write an extract program containing basic case and participant data for each case that meets the definition of an interstate case for ICR purposes. This basic case data includes:

- Your state Case Number,
- Your state Case Status (i.e., 'open' or 'closed'),
- Your state Initiating/Responding Indicator,
- Your state FIPS Code,
- Other state Case Number,
- Other state FIPS Code, and
- Your state caseworker contact information.

Each participant in a case is submitted in a separate record.

The basic data for each active participant on each submitted interstate case includes:

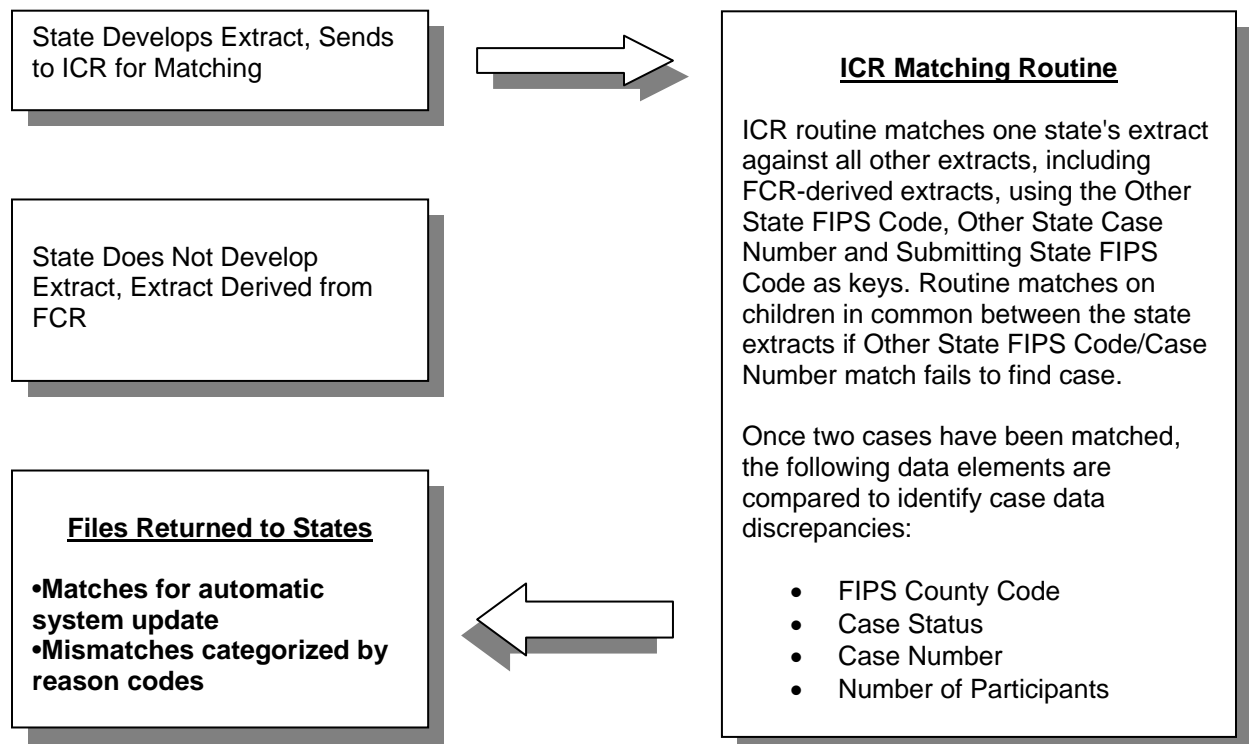
- SSN,
- Member ID,

- Participant Type,
- Name,
- DOB, and
- Sex.

State extracts are submitted in a file format provided by OCSE via CONNECT:Direct, the secure transmission line currently in use for transmission of case and participant data to the FCR.

Appendix A, ICR State Extract File Record Format, displays the names and specifications for the extract file for participating states. Please refer to section 2.0 for more technical information regarding the creation of the extract file.

**Figure 1 ICR Extract File Matching**



Those states that do not participate in the ICR program do not develop an extract. However, an 'extract' will be derived by OCSE from those states' cases already resident on the FCR. FCR-derived extracts will be compared against the ICR extracts provided by participating states. These participating states will receive response data containing matches and discrepancies between their ICR extract cases and the FCR-derived cases from non-participating states. Due to the lack of interstate identifiers in the FCR, non-participating states will not receive any ICR response data.

These FCR-derived extracts will contain information similar to the extracts submitted by participating states. However, there are problems inherent with using FCR data for interstate matches. There may be a significant number of interstate cases missing from the FCR-derived extracts, including:

- Cases not submitted by states with their initial loads onto the FCR in 1998 because the cases were already closed, since closed cases were specifically excluded from initial loads,
- Cases rejected by the FCR due to missing critical data elements (e.g., an SSN was not submitted nor identified for either the CP, NCP, or PF), and
- Cases not submitted by states because state staff knew the cases would be rejected for lacking necessary data.

Furthermore, since the FCR does not designate cases as 'interstate,' matches using FCR-derived data may contain non-interstate cases, and the extract matching routine would therefore be returning case matches that are not interstate cases.

For these reasons, you should be aware that FCR case matches provide a lower level of confidence for automating updates as compared to the level of confidence of the matches found from state extract files. The extract matching routine sets the FCR-Supplied Indicator to "Y" whenever a case from your ICR extract matches an FCR-derived case from another state.

### 3.1.2 ICR Matching Routine

The matching routine developed for the ICR processes each state's interstate extract against all other state extracts, including FCR-derived extracts for non-participating states.

The matching routine first searches for a corresponding case in another state's extract by using the state code from the Other State FIPS Code and Other State Case Number as keys to finding that case. If the other state's case is found, your state's case and the other state's case are compared to determine the extent to which the case data and participants match.

If the other state's case is not found based on the combination of the state code from the Other State FIPS Code and Other State Case Number, the program searches the other state's file for each child from your state's case by SSN. If the SSN search reveals a corresponding case for

that child in the other state, then the program compares case data and participants between the two cases to determine the extent to which they match.

If no corresponding case is found in the other state, your state's case is flagged as a case mismatch. This designation means that your state presumes it has a case in common with another state, but that the other state does not appear to have a corresponding case on its system.

For cases that match, the program compares the participants to determine the number of participants that match between the two cases. The program determines the number of adults that your state submitted, the number of children that your state submitted, the number of adults that the other state submitted, the number of children that the other state submitted, the number of adults that matched between the two cases and the number of children that matched between the two cases. The program compares the participant data for the NCP and the CP on both cases to determine if the NCPs and CPs match. If the CPs on both cases match, the CP Match Indicator in the reconciliation response file is set to "Y", otherwise it is set to "N". If the NCPs on both cases match, the NP Indicator is set to "Y", otherwise it is set to "N".

When the program finishes the comparison of case data and participants for matching cases, it will write a response record to the reconciliation response file for your state. This response record transmits all data from the extract matching program to your state. The data includes, if applicable, a series of reason codes categorizing the extent of the match and any critical data discrepancies identified by the matching program, and the number of participants that matched between the two cases..

Section 3.2 provides an explanation of each of the reason codes returned in the response record. The reason codes clearly define the following conditions:

- All data match between the two cases,
- The matching program failed to find any case in the other state based on a search using your state's Other State Case Number and based on a search for a child in common between the two states,
- A case with a child in common was found in the other state, but the Other State Case Number from your state does not match the case number in the other state. The number of adults and children that match can be checked to determine the extent to which all the participants matched between the two cases,
- Data discrepancies exist between the two cases involving case data elements, and/or
- The information from the match is loaded into the output record and returned to the your state via CONNECT:Direct. The record format for the reconciliation matching results being returned to your state is shown in Appendix C, ICR Reconciliation Matching Results File Record Format.



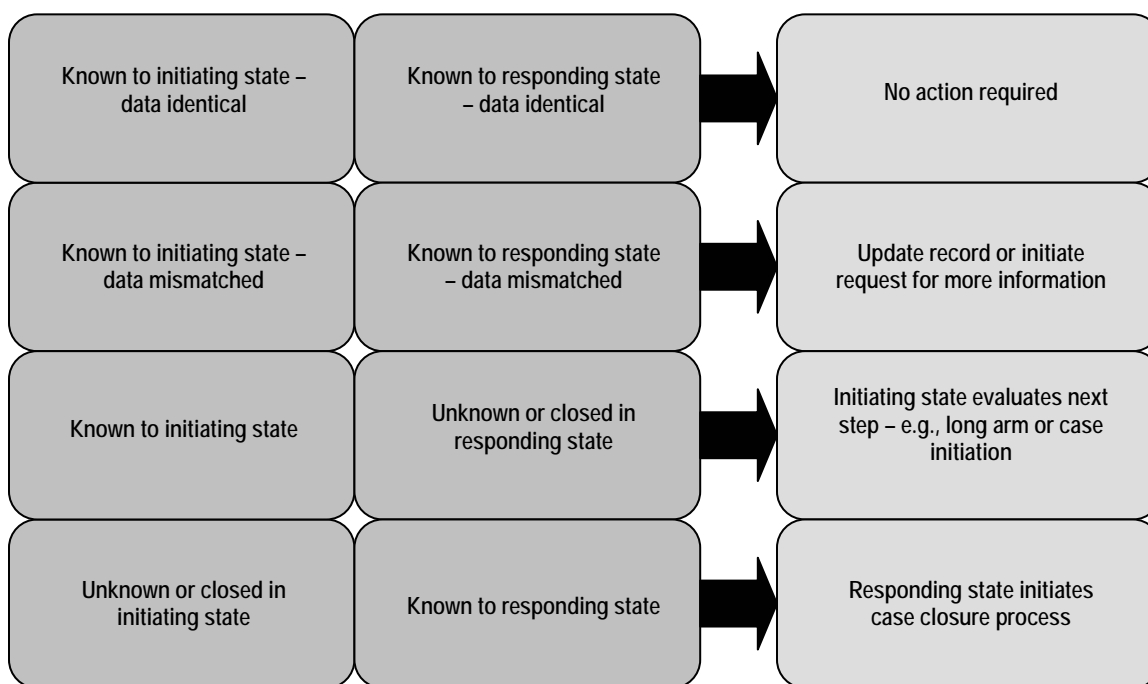
### 3.2 Working with Reconciliation Matching Results

This section provides an explanation of the reason codes associated with the reconciliation matching results and the suggested next action for reconciling interstate cases.

Upon receipt of the response file from the ICR match routine, state staff from participating states can evaluate discrepancies indicated by the associated reason codes to determine what the appropriate next actions should be. The information returned to participating states should allow your systems to update some of the information that is not consistent between the two states. Full use of other available tools such as CSENet could be utilized for those instances in which an action needs to be taken by another state, such as providing closure reasons or case initiation.

Figure 2 shows high-level courses of action for states to reconcile their interstate cases, based on different match-mismatch scenarios in initiating and responding states.

**Figure 2 ICR Response File Processing**



As the figure shows, there are four possibilities for case matching/mismatching.

- The case is known to both the initiating and responding state and the data is identical. This scenario will appear as Reason Code 00 in the response file, as explained in section 3.2.1 below,

- The case is known to both the initiating and responding state and the data is mismatched,
- The case is known in the initiating state, but unknown or closed in the responding state, or
- The case is unknown or closed in the initiating state, but known to the responding state.

The ICR matching routine will match each participating state's extract of interstate cases against the extract of all other participating states and the FCR-derived extracts for non-participating states. As detailed in section 3.1.2, the matching process runs through several routines to determine the extent to which the case data and participants in your state match the case data and participants in the other state.

When the matching routine is completed, it writes a response record to the reconciliation response file for your state (See Appendix C, ICR Reconciliation Matching Results File Record Format). The data also includes the number of participants that matched between cases and a series of reason codes that categorize the extent of the match and any critical data discrepancies. (The response reason codes are presented in chart form in Appendix B)

Data discrepancies between matched cases involve the following data elements. A specific reason code will be assigned to each data discrepancy:

- Case Number (Reason Codes 01-02),
- FIPS Code (Reason Code 03),
- Case Status (Reason Codes 04-05), and/or
- Case Match, Participant Mismatch (Reason Code 06).

It is important to understand that:

- Reason codes will be returned in association with each participant on the submitted case,
- Multiple reason codes will be returned on each individual participant record when multiple discrepancies have been identified on a single case, and
- Case data will be redundantly displayed in each participant record associated with the case in question.

Following are descriptions and suggested next actions for the case-based discrepancy reason codes to be returned by OCSE for the Interstate Case Reconciliation project. The issue of keeping interstate cases synchronized after a national ICR has not yet been resolved. However, the current recommendation for keeping interstate cases synchronized would require the reconciliation process to be run again. The initial ICR will only return case-based discrepancies. The suggested next actions represent basic guidelines for automated processing of reconciliation response data, and suggestions for worker intervention as required. These are only suggestions; each participating state will determine the extent to which reconciliation response data is

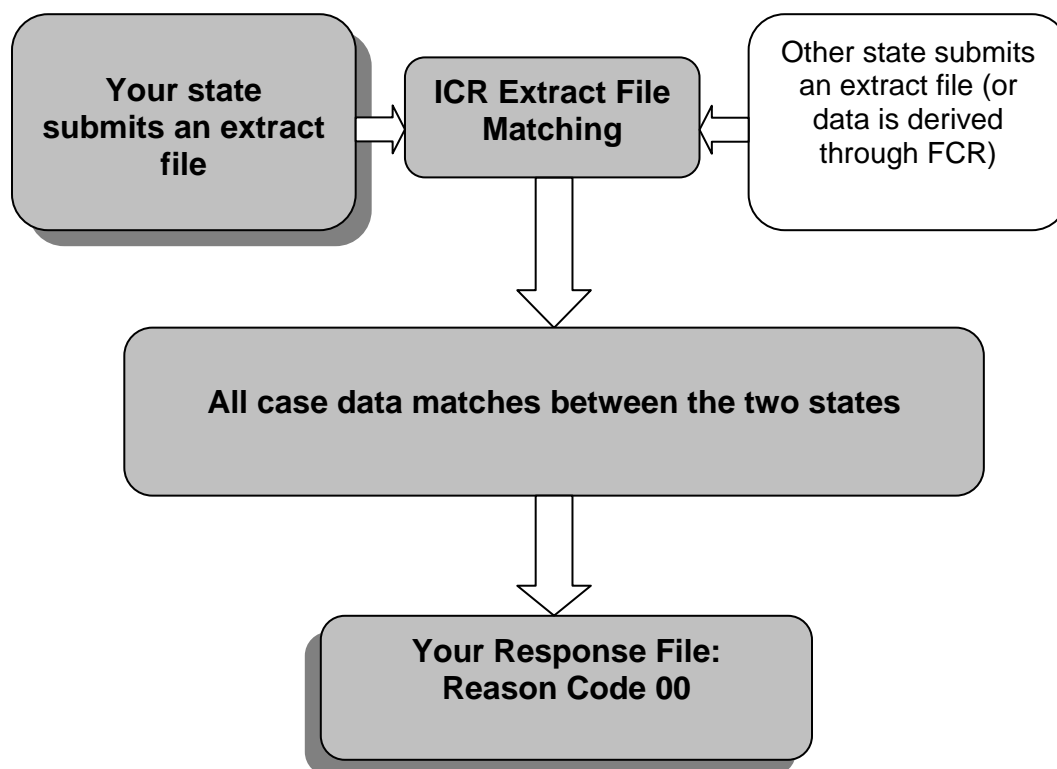
automatically processed in your state. For the purposes of suggesting automated actions, the suggested next action text refers to the Reconciliation Response program as a generic term covering any automated program(s) developed by states to process the ICR reconciliation matching results.

States should consider developing programs to automatically update corrected Other State Case Number in your systems. Correcting these discrepancies in an automated manner provides states with the immediate benefits of enabling the exchange of data through CSENet and the processing of payments through EFT/EDI.

### 3.2.1 Reason Code 00 - Case Data Matches and This Participant Matched

Your **Other State Case Number**, **Other State FIPS Code** and **Case Status** match the case number, FIPS code and case status of the other state's case. Also, the participant in this record was found in the other state's case.

Note: If Reason Code 00 is returned from an FCR-derived match, you should keep in mind that the FCR does not maintain interstate data. If you receive back a "Y" in the **FCR-Supplied Indicator** field, this indicates that the other state's FCR data was used for matching. You should assign a lower confidence level to the other state's case actually being an interstate case because the FCR does not maintain interstate identifiers. Therefore, it is possible that an interstate case from your ICR extract could match to an in-state case from the FCR for a non-participating state.



**Suggested Next Action:** As Initiating State or as Responding State:

Step 1: The Reconciliation Response program checks the number of your case participants that matched participants in the other state's case when processing a Reason Code 00 record.

When the **Number of Adults from Your State** equals the **Number of Adults Matched** and the **Number of Children from Your State** equals the **Number of Children Matched**, then no further action is required, since the case data and participants are synchronized between the two

states. The Reconciliation Response program can skip to the first participant record for the next case in the response file.

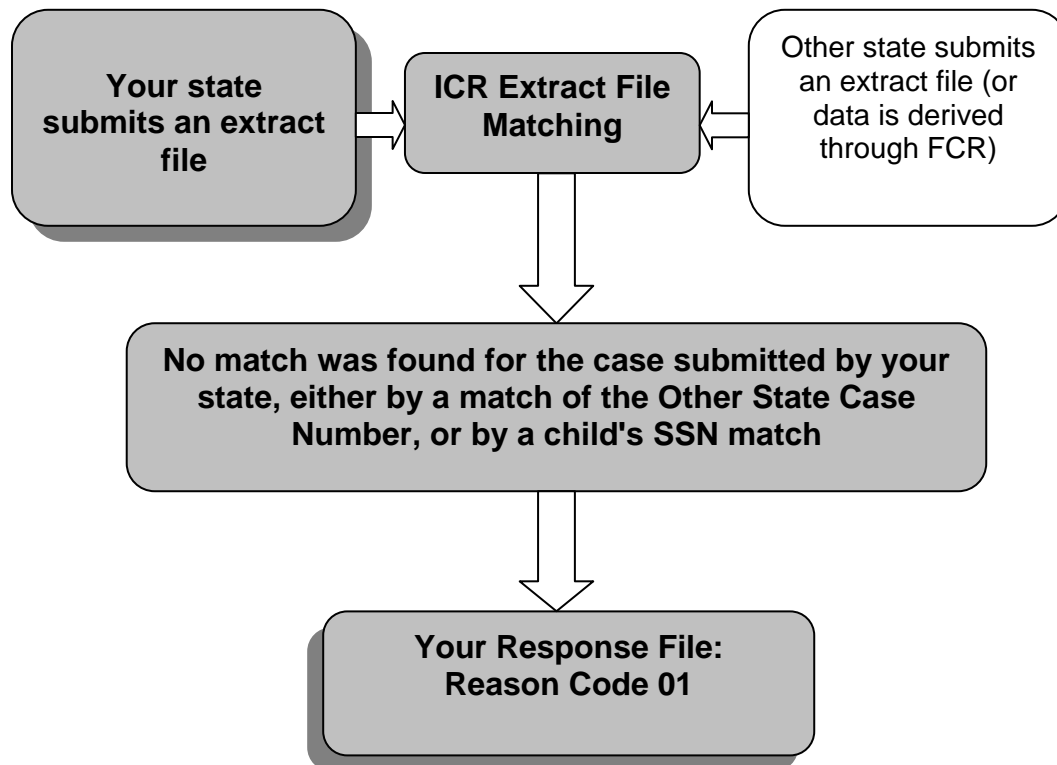
If the above sets of fields do not equal each other, then the case data are still synchronized between the two states, but a participant from your case did not match to the participants from the other state's case. The Reconciliation Response program continues to process the response file records for your case until it finds the Reason Code 06 record associated with the non-matching participant. See section 3.2.7 for Reason Code 06, Suggested Next Action.

Keep in mind that case structures may vary from state to state, so the number of mismatched participants may not necessarily mean there is a case discrepancy. You also receive a Y/N indicator that tells you whether the CP and NCP matched between the two states. If all case participants match, but the **CP Match Indicator** or the **NP Match Indicator** are set to 'N', use caution here since this may reflect that the wrong case was matched. The match may be with a change of custody case for the child(ren).

### 3.2.2 Reason Code 01 - Could Not Find a Matching Case in the Other State

The ICR matching process could not find a matching case in the other state file. The ICR matching process attempts to find a case in the other state file by matching on Other State Case Number. If the Other State Case Number match fails to find a case in the other state's file, then the ICR matching process attempts to find a child in common between your case and a case in the other state's file by matching the child's SSN. If no child in common is found in the other state's file, the ICR matching process returns this reason code indicating that the other state did not submit a case that matches the case in your state.

Note: If the **FCR-Supplied Indicator** on this record = Y, then the ICR matching process attempted to match your state's case against an FCR-derived extract for the other state. The other state may have a matching case, but it may not be registered on the FCR.



#### **Suggested Next Action:**

##### As Initiating State:

**Step 1:** The worker analyzes the case to determine whether it should remain an interstate case, or whether a one-state action should be pursued on the case.

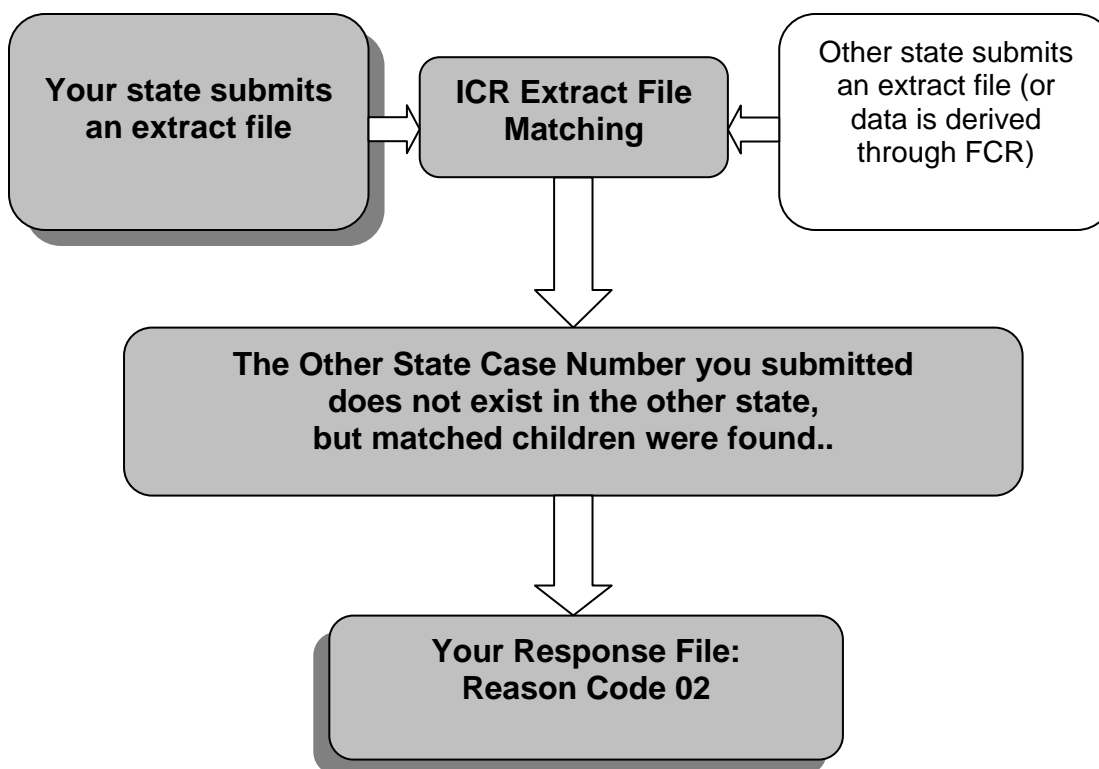
**Step 2:** If the case is to remain an interstate case, re-send the CSENet transaction/UIFSA forms to have the other state initiate a new case. Or, if a one-state action is to be pursued, close out interstate activity on the case and make it an in-state case.

As Responding State:

**Step 1:** If the family no longer requires child support services, initiate the case closure procedure in accordance with Federal case closure criteria.

### 3.2.3 Reason Code 02 – Case Number Mismatch, Case Found by Matching a Child in Common

The ICR matching process found a case in the other state's file by matching on children in common between your state's case and the other state's case. However, there is a discrepancy between the **Other State Case Number** that your state submitted and the case number for the other state's case. The case number submitted by the other state for its case can be found in the **Case Number (From Other State)** field, and the number of the case participants that matched can be found in the **Number of Adults Matched** and **Number of Children Matched** fields.



**Suggested Next Action:** As Initiating or as Responding State:

**Step 1:** Determine the threshold of matching participants necessary to support automated update of **Other State Case Number** (e.g., perform an automated update only if both adult participants in your case matched to adult participants in the other state's case, and at least 75% of the children on your case matched to children on the other state's case). States should also consider whether their case was matched against an FCR-derived extract file (FCR-Supplied Indicator = Y) before performing an automated update within their system.

**Step 2:** The Reconciliation Response program interrogates the **Number of Adults Matched** and the **Number of Children Matched** fields. If the matching participant threshold is met, then the Reconciliation Response program automatically updates the **Other State Case Number** in your state's case with the **Case Number (from Other State)**.



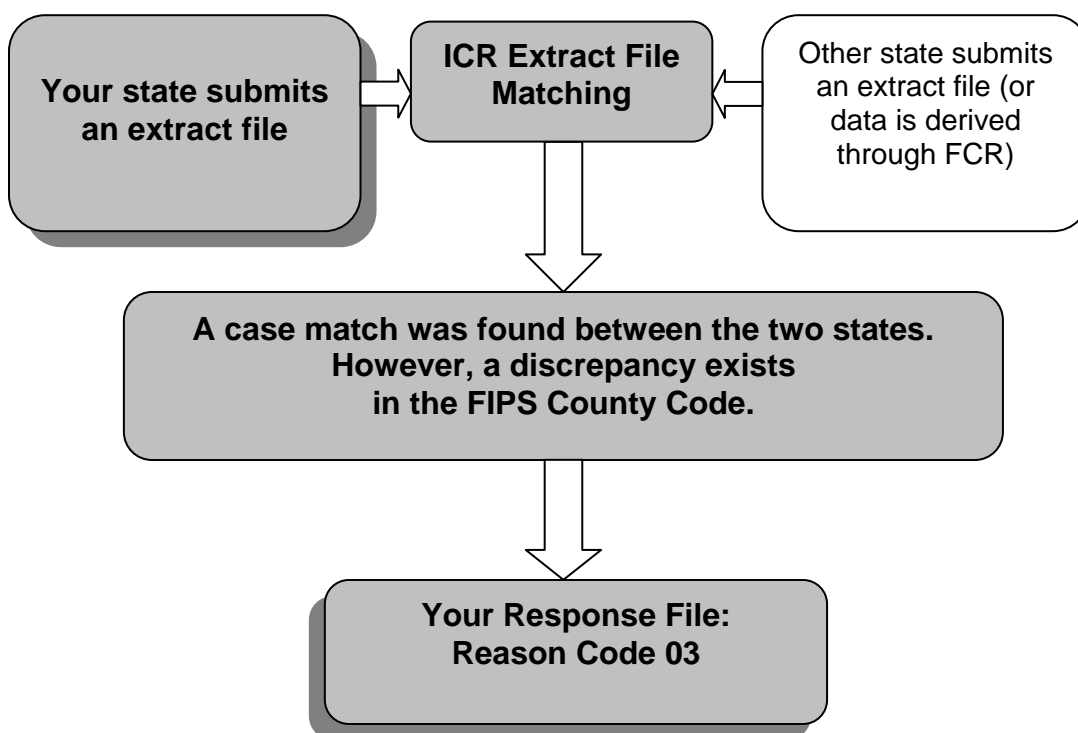
You also receive a Y/N indicator that tells you whether the CP and NCP matched between the two states. If all case participants match, but the **CP Match Indicator** or the **NP Match Indicator** are set to 'N', use caution here since this may reflect that the wrong case was matched. The match may be with a change of custody case for the child(ren).

If the matching participant threshold is not met, the Reconciliation Response program automatically generates a CSENet CSI R FRINF request transaction to request all available data on the other state's case and participants.

**Step 3:** Upon receipt of the CSI P FSINF provide transaction, the worker analyzes the other state's case data to determine if the two cases matched. If so, the worker updates **Other State Case Number** in your state's case.

### 3.2.4 Reason Code 03 – Your Other State FIPS Code Does Not Match Code from Other State

Positions 3 - 5 (FIPS County Code) of the FIPS code for the other state's case do not match positions 3 - 5 of the **Other State FIPS Code** that your state submitted. The FIPS code submitted by the other state can be found in the **FIPS Code (from Other State)** field. A verification indicator for the **Other State FIPS Code submitted by your state** can be found in the **Other State FIPS Code Verification Indicator**. A second verification indicator for the **FIPS Code (from Other State)** field submitted by the other state for its case can be found in the **FIPS Code Verification Indicator (from Other State)**.



**Suggested Next Action:** As Initiating State or as Responding State:

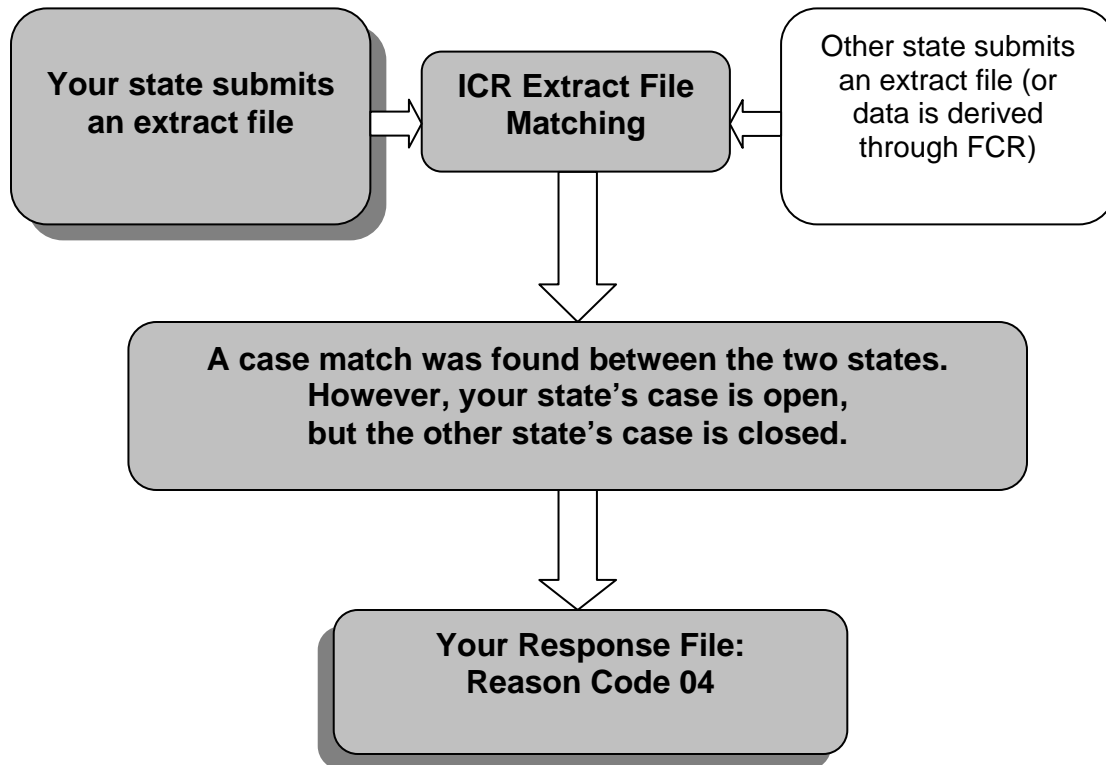
**Step 1:** Automatic updates of the FIPS County Codes for other states are not recommended. FIPS County Code discrepancies, because of ongoing problems with county FIPS Codes, should be addressed as a lesser priority in reconciling ICR discrepancies. Automation may be used to:

- Sort cases with FIPS County Codes returned from the other state as '000'. These cases need to be reviewed as to how they should be reconciled.
- Identify cases in your state's system where no FIPS County Code is recorded for the other state. The FIPS County Code obtained on the ICR results file may help you work the case in the other state.

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### 3.2.5 Reason Code 04 – Your Case is Open, Matches to Closed Case in the Other State

The **Case Status** in your state indicates that your state's case is open; however, the matching case submitted by the other state is closed.



#### **Suggested Next Action:**

##### As Initiating State:

**Step 1:** The worker analyzes the case to determine whether it should remain an interstate case or whether a one-state action can be pursued.

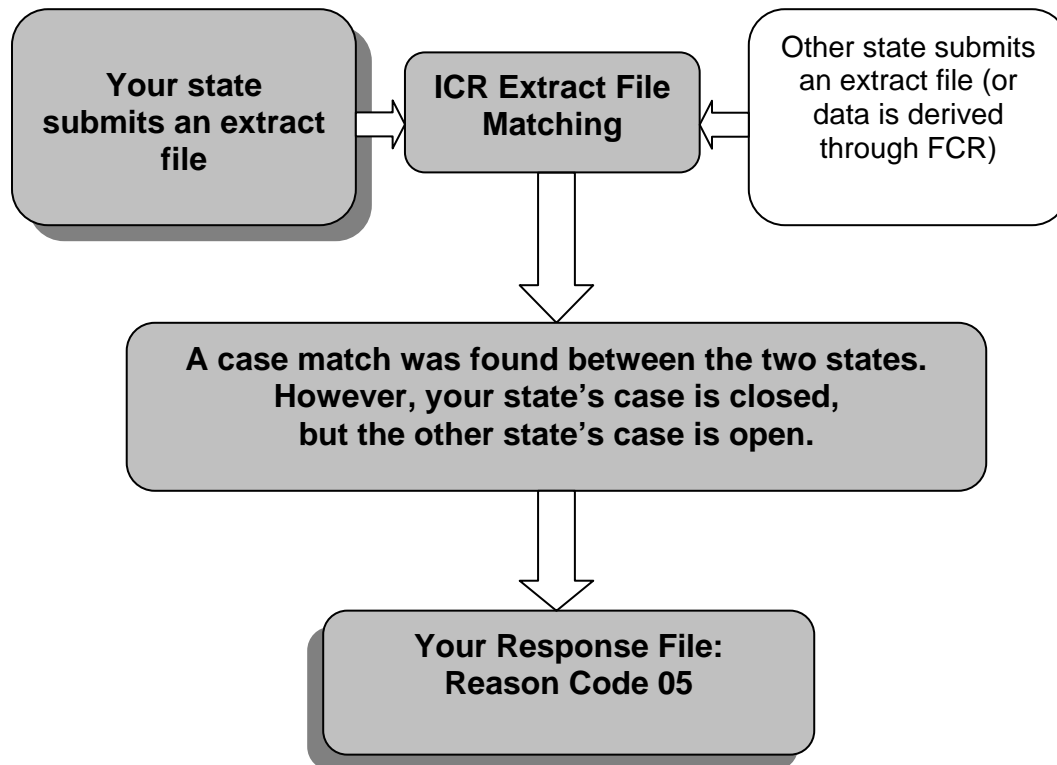
**Step 2:** If the case is to remain interstate, send CSENet transaction/UIFSA forms to have the other state initiate the appropriate interstate action on the case. Or, if a one-state action is to be pursued, close out interstate activity on case and make it an in-state case.

##### As Responding State:

**Step 1:** If the family no longer requires child support services, initiate the case closure procedure, in accordance with Federal case closure criteria (e.g., by generating an MSC P GSC14 case closure notice provide transaction to the initiating state through CSENet.

### 3.2.6 Reason Code 05 - Your Case is Closed, Matches to Open Case in the Other State

The **Case Status** in your state indicates that your state's case is closed; however, the matching case submitted by the other state is open.

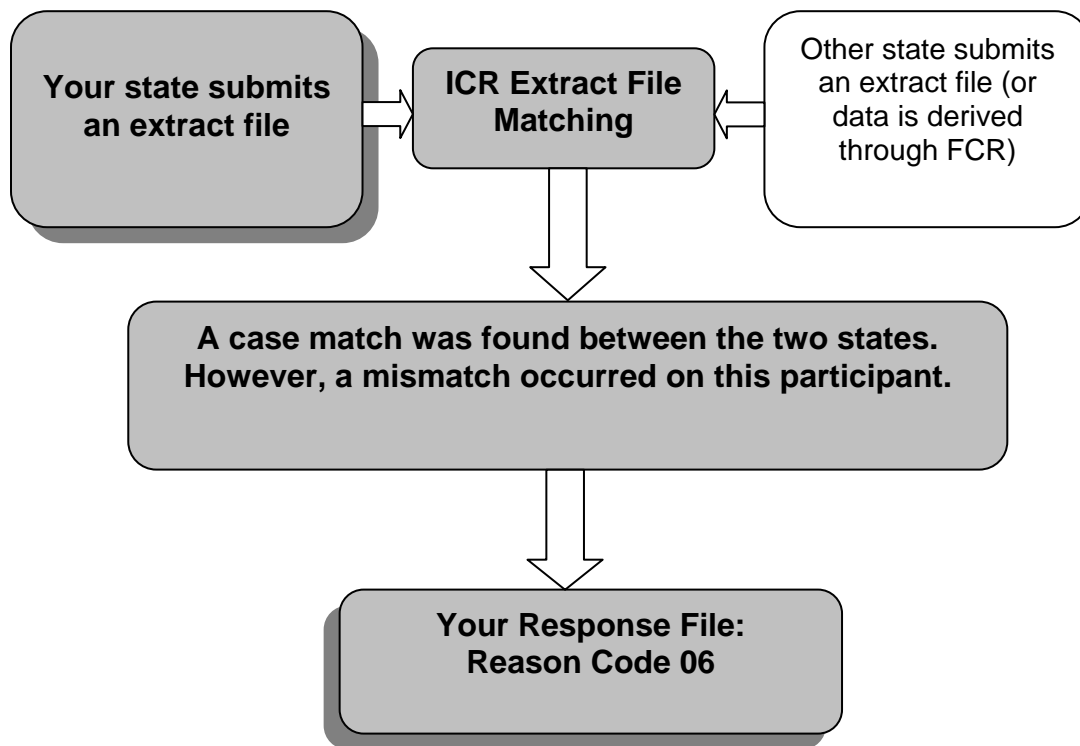


**Suggested Next Action:** As Initiating State or as Responding State:

None required. It is up to the state with the open case to determine the next appropriate action to take on their case.

### 3.2.7 Reason Code 06 - This Participant was not Found in the Other State Case

The participant was not found in the other state's case. Your state's case was matched against the other state's case; however, this participant on your case did not match any of the participants on the other state's case.



**Suggested Next Action:** As Initiating State or as Responding State:

**Step 1:** Determine participant criteria supporting the automated generation of a CSI request to receive more case/participant data from the other state (e.g., it may be more important to resolve this discrepancy when your CP or NCP was not found on the other state's case as opposed to a child not being found).

**Step 2:** Based on meeting the above criteria, the Reconciliation Response program generates a CSENet CSI R FRINF request transaction to the other state to request all available data on the other state's case and participants.

**Step 3:** Upon receipt of the CSI P FSINF provide transaction, have the worker analyze the provided data to determine if this participant in your state's case requires correction or update in your state system.

### **3.3 Frequently Asked Questions**

#### **How will case number formatting discrepancies be handled? Some states use leading zeroes in the case number field and other states do not.**

States should supply their Case Number and the Other State Case Number in exactly the same formats as they are stored on that state's system. The ICR matching process will identify case number discrepancies when a state stores Other State Case Number in a format that is different from the format used by the other state for their own case number. It is necessary to correct this discrepancy because the other state may reject CSENet transactions where the Other State Case Number is not formatted according to their standards. As a general rule, a state should always store Other State Case Number in the same format that was received from the other state.

All alphanumeric fields should be left justified with trailing spaces.

#### **Will it be possible to receive more than one reason code per case?**

Yes. For example, you could receive a Reason Code 02 and a Reason Code 03 where you had both an incorrect Other State Case Number and an incorrect Other State FIPS Code for that case in your state system.

#### **How will name consistency problems (e.g., Jr. vs. Junior) be handled?**

The other state's participant name is supplied, but it should be considered for informational purposes only. There is no hierarchy between the states as to whose name or convention is preferred - your state's or the other state's. The name or convention verified by the FCR should be the accepted name.

#### **Will the ICR program automatically close cases?**

No

#### **Will the FCR extract include closed cases?**

Yes, these cases are not physically deleted from the FCR and will be included in the FCR extract of any non-participating states.

#### **Will the FCR extract contain rejected cases?**

No.

#### **How will the ICR deal with Family Violence cases?**

Family Violence (FV) is not a factor in populating state ICR extract files. States can include interstate FV cases in their ICR extracts. However, Family Violence is a factor in the FCR and disclosure of FCR case data is prohibited for FV cases. Therefore, when the ICR extracts data from the FCR for states that are not participating in the ICR program, those FCR-derived extracts will not include FV cases.

**How far back should we populate our ICR extract?**

As far back as you can go in your current, active database. States should not include archived cases or pre-conversion cases.

**Does Member ID refer to the participant number or to the case number?**

Member ID refers to participant number.

### **3.4 Common Terms and Definitions**

This section provides a list of definitions of common terms used throughout this document.

Closed Case

For the purposes of Interstate Case Reconciliation, a **closed case** is one where all accounts and actions are cancelled or stopped and no further action is being taken on the case.

Closed Interstate Case

For purposes of Interstate Case Reconciliation, a **closed interstate case** can occur when a case remains open in the Initiating State as an in-state case, but it no longer requires interstate actions from a Responding State. When the Initiating State has closed out all interstate activity on a case that remains an open in-state case on their system, it should be reported to the ICR as a closed interstate case. This holds true as long as all interstate data concerning the other state is still retained on the Initiating State's system.

The ICR match process will not return matches between closed cases in two different states. The ICR will not return mismatches where a closed case in one state could not be found in the other state.

Case Number

The **Case Number** is the number assigned to a case for reporting purposes to the Federal Case Registry.

Initiating State

The **Initiating State** is the State or county court, or administrative agency, which sends a request for action to another jurisdiction in interstate child support cases. The requested action can include a request for wage withholding or for review and adjustment of existing child support obligations. In cases where a State is trying to establish an initial child support order on behalf of a resident custodial parent, and they do not have Long Arm Jurisdiction (i.e., they cannot legally claim personal jurisdiction over a person who is not a resident), they must file a two-state action under the UIFSA guidelines.



### Interstate Case for ICR Purposes

The following are definitional elements to assist in determining which cases should be submitted as **interstate cases for ICR purposes**:

- A case requested by one state for another state to open and maintain for purposes of paternity or order establishment, and/or enforcement.
- The state requesting this action is the “initiating” state. The other state is the “responding” state.
- Both states maintain identical cases on their systems, and both states would submit the interstate case for ICR purposes.
- Both interstate open and closed cases are submitted for ICR purposes. Neither long-arm nor limited services cases are submitted for ICR purposes.

### Other State

The **Other State** is the state with which your state believes it shares an interstate case.

### Responding State

The court or administrative agency with jurisdiction over a noncustodial parent or child support order on which an initiating State has requested action. The **Responding State** receives pleadings or an electronic or form request from the Initiating State to take an action in a case. The Responding State may provide a limited service for the Initiating State, such as service of process, or it may provide all the services needed, from establishing an order to enforcing it, using the Responding State’s child support laws and procedures.

### Submitting State

Each state that submits an extract file is known as the **Submitting State**.

## APPENDIX A

### ICR STATE EXTRACT FILE RECORD FORMAT [Version 1.0, December 19, 2003]

The record format for the ICR state extract file follows. **Please note that a separate record should be submitted for each participant on the case.** If you have five participants on a case, submit a record for each participant, repeating the associated case information in each record.

The ICR State Extract File Record Format labels the following data elements as required:

- Case Number,
- FIPS Code,
- Case Status,
- First two bytes of Other State FIPS Code, and
- SSN, Name and Participant Type for at least one child on the case.

These fields are the minimum fields required to fully execute the matching logic in the ICR Extract File Matching process. However, to provide comprehensive matching results, OCSE must receive as much of the data defined in the ICR Extract File as a state maintains for each participant on an interstate case. These requirements should not be interpreted to limit a state to providing information on only one child in an interstate case.

Different data thresholds must be met in order for you to add an interstate case to your state's ICR extract file. The first two bytes of Other State FIPS Code must always be present, pointing the Extract File Matching process to the correct state file to search for a matching case.

When Other State Case Number is present, you should add the case to your state's extract.

When Other State Case Number is not present, then at least one child on the case must be submitted with an SSN in order for the Extract File Matching process to attempt to find a matching case.

If a case is submitted without the first two bytes of Other State FIPS Code or a case is submitted without the Other State Case Number and without an SSN for at least one child on the case, then the Extract File Matching process will automatically return a Reason Code 01 (Could Not Find a Matching Case in the Other State) response record for each participant on the case. This response record is returned because the Extract File Matching process could not attempt a match due to insufficient data.

Field Name	Pos.	Len.	A/N	Comments
<b>Case Number</b>	1-15	15	A/N	<b>Required.</b> Your state's Case Number
<b>Initiating/Responding Indicator</b>	16	1	A/N	Your state's I/R Indicator I – Initiating R – Responding
<b>FIPS Code</b>	17-21	5	A/N	<b>Required.</b> Your state and county FIPS Code
<b>FIPS Code Positions 6-7</b>	22-23	2	A/N	Positions 6-7 of the FIPS Code for states that use them (if they are not used, the positions will be blank)
<b>SSN</b>	24-32	9	A/N	<b>Required for at least one child.</b> Your state's SSN
<b>Member ID</b>	33-47	15	A/N	Your state's Member ID
<b>Participant Type</b>	48-49	2	A/N	<b>Required for at least one child.</b> Your state's Participant Type: NP – Noncustodial Parent CP – Custodial Party PF – Putative Father CH – Child
<b>Case Status</b>	50	1	A/N	<b>Required.</b> Your state's Case Status: O – Open C – Closed
<b>Last Name</b>	51-80	30	A/N	<b>Required for at least one child.</b> Your state's participant Last Name
<b>First Name</b>	81-96	16	A/N	<b>Required for at least one child.</b> Your state's participant First Name
<b>Middle Name</b>	97-112	16	A/N	Your state's participant Middle Name
<b>Date of Birth</b>	113-120	8	A/N	Your state's participant Date of Birth in CCYYMMDD format
<b>Sex</b>	121	1	A/N	Your state's participant Sex Code: M – Male F – Female O – Other
<b>Other State Case Number</b>	122-136	15	A/N	The Other State Case Number stored on your state's system
<b>Filler</b>	137	1	A/N	Future use
<b>Other State FIPS Code</b>	138-144	7	A/N	<b>First two bytes are required.</b> The FIPS Code for the other state's case stored on your state's system
<b>Filler</b>	145-159	15	A/N	Future use
<b>Filler</b>	160-161	2	A/N	Future use
<b>Contact Name</b>	162-201	40	A/N	The contact name or worker ID for the person assigned to this case in your state
<b>Contact Phone Number</b>	202-211	10	A/N	The phone number for the contact or caseworker assigned to this case in your state

Field Name	Pos.	Len.	A/N	Comments
Contact E-Mail	212-241	30	A/N	The e-mail address for the contact or caseworker assigned to this case in your state
Filler	242-550	309	A/N	Future use

## **APPENDIX B**

### **ICR CASE DISCREPANCIES REASON CODE TABLE**

The following table provides descriptions and suggested next actions for the case-based discrepancy reason codes returned by OCSE for the Interstate Case Reconciliation project. The issue of keeping interstate cases synchronized after a national ICR has not yet been resolved. However, the current recommendation for keeping interstate cases synchronized would require the reconciliation process to be run again. The initial ICR will only return case-based discrepancies. Any subsequent national reconciliations will address participant-based discrepancies as well as the case-based discrepancies discussed in this table.

The suggested next actions represent basic guidelines for automated processing of reconciliation response data, and suggestions for worker intervention as required. These are only suggestions; each participating state will determine the extent to which reconciliation response data is automatically processed in your state. For the purposes of suggesting automated actions, the table refers to the Reconciliation Response program as a generic term covering any automated program(s) developed by states to process the ICR reconciliation matching results.

States should consider developing programs to automatically update corrected Other State Case Number and Other State FIPS Code in your systems. Correcting these discrepancies in an automated manner provides states with the immediate benefits of enabling the exchange of data through CSENet and the processing of payments through EFT/EDI.

Please note that reason codes will be returned for each participant on the submitted case. Multiple reason codes will be returned in each individual participant record when multiple discrepancies have been identified on a single case. Case data will be redundantly displayed in each participant record associated with the case in question.

Reason Code	Description/Suggested Next Action
00	<p>Your <b>Other State Case Number</b>, <b>Other State FIPS Code</b> and <b>Case Status</b> match the case number, FIPS code and case status of the other state's case. Also, the participant in this record was found in the other state's case.</p> <p><b>Suggested Next Action:</b> <u>As Initiating State or as Responding State:</u></p> <p>Note: If Reason Code 00 is returned from an FCR-derived match, you should keep in mind that the FCR does not maintain interstate data. If you receive back a "Y" in the <b>FCR-Supplied Indicator</b> field, this indicates that the other state's FCR data was used for matching, and you should assign a lower confidence level to their case actually being an interstate case in your state caseload. For example, since the FCR does not maintain interstate data, it is possible that an interstate case in your state could match an in-state case in the FCR from a non-participating state.</p> <p>Step 1: The Reconciliation Response program checks the number of your case participants that matched participants in the other state's case when processing a Reason Code 00 record.</p> <p>When the <b>Number of Adults from Your State</b> equals the <b>Number of Adults Matched</b> and the <b>Number of Children from Your State</b> equals the <b>Number of Children Matched</b>, then no further action is required since the case data and participants are synchronized between the two states. The Reconciliation Response program skips to the first participant record for the next case in the response file.</p> <p>If the above sets of fields do not equal each other, then the case data are still synchronized between the two states, but a participant from your case did not match to the participants from the other state's case. The Reconciliation Response program continues to process the response file records for your case until it finds the Reason Code 06 record associated with the non-matching participant. See section 3.2.7 for Reason Code 06, Suggested Next Action.</p> <p>Keep in mind that case structures may vary from state to state, so the number of mismatched participants may not necessarily mean there is a case discrepancy. You also receive a Y/N indicator that tells you whether the CP and NCP matched between the two states. If all case participants match, but the <b>CP Match Indicator</b> or the <b>NP Match Indicator</b> are set to 'N', use caution here since this may reflect that the wrong case was matched. The match may be with a change of custody case for the child(ren).</p>

Reason Code	Description/Suggested Next Action
01	<p>The ICR matching process <b>could not find a matching case</b> in the other state file. The ICR matching process attempts to find a case in the other state file by matching on Other State Case Number. If the Other State Case Number match fails to find a case in the other state's file, then the ICR matching process attempts to find a child in common between your case and a case in the other state's file by matching the child's SSN. If no child in common is found in the other state's file, the ICR matching process returns this reason code indicating that the other state did not submit a case that matches the case in your state.</p> <p>Note: If the <b>FCR-Supplied Indicator</b> on this record = Y, then the ICR matching process attempted to match your state's case against an FCR-derived extract for the other state. The other state may have a matching case, but it may not be registered on the FCR.</p> <p><b>Suggested Next Action:</b></p> <p><u>As Initiating State:</u></p> <p><b>Step 1:</b> The worker analyzes the case to determine whether it should remain an interstate case, or whether a one-state action should be pursued on the case.</p> <p><b>Step 2:</b> If the case is to remain an interstate case, re-send the CSENet transaction/UIFSA forms to have the other state initiate a new case. <b>Or</b>, if a one-state action is to be pursued, close out interstate activity on the case and make it an in-state case.</p> <p><u>As Responding State:</u></p> <p><b>Step 1:</b> If the family no longer requires child support services, initiate the case closure procedure in accordance with Federal case closure criteria.</p>

Reason Code	Description/Suggested Next Action
02	<p>The ICR matching process <b>found a case</b> in the other state's file by matching on children in common between your state's case and the other state's case. However, there is a discrepancy between the <b>Other State Case Number</b> that your state submitted and the case number for the other state's case. The case number submitted by the other state for its case can be found in the <b>Case Number (from Other State)</b> field, and the number of the case participants that matched can be found in the <b>Number of Adults Matched</b> and <b>Number of Children Matched</b> fields.</p> <p><b>Suggested Next Action:</b> <u>As Initiating State or as Responding State:</u></p> <p><b>Step 1:</b> Determine the threshold of matching participants necessary to support the automated update of <b>Other State Case Number</b> (e.g., perform an automated update only if both adult participants in your case matched to adult participants in the other state's case and at least 75% of the children on your case matched to children on the other state's case). States should also consider whether their case was matched against an FCR-derived extract file (FCR-Supplied Indicator = Y) before performing an automated update within their system.</p> <p><b>Step 2:</b> The Reconciliation Response program interrogates the <b>Number of Adults Matched</b> and <b>Number of Children Matched</b> fields. If the matching participant threshold is met, then the Reconciliation Response program automatically updates the <b>Other State Case Number</b> in your state's case with the <b>Case Number (from Other State)</b>.</p> <p>You also receive a Y/N indicator that tells you whether the CP and NCP matched between the two states. If all case participants match, but the <b>CP Match Indicator</b> or the <b>NP Match Indicator</b> are set to 'N', use caution here since this may reflect that the wrong case was matched. The match may be with a change of custody case for the child(ren).</p> <p>If the matching participant threshold is not met, the Reconciliation Response program automatically generates a CSENet CSI R FRINF request transaction to request all available data on the other state's case and participants.</p> <p><b>Step 3:</b> Upon receipt of the CSI P FSINF provide transaction, the worker analyzes the other state's case data to determine if the two cases match. If so, the worker updates <b>Other State Case Number</b> in your state's case.</p>



Reason Code	Description/Suggested Next Action
03	<p>Positions 3 - 5 (FIPS County Code) of the FIPS code for the other state's case do not match positions 3 - 5 of the <b>Other State FIPS Code</b> that your state submitted. The FIPS code submitted by the other state can be found in the <b>FIPS Code (from Other State)</b> field. A verification indicator for the <b>Other State FIPS Code submitted by your state</b> can be found in the <b>Other State FIPS Code Verification Indicator</b>. A second verification indicator for the <b>FIPS Code (from Other State) field submitted by the other state for its case</b> can be found in the <b>FIPS Code Verification Indicator (from Other State)</b>.</p> <p><b>Suggested Next Action:</b> <u>As Initiating State or as Responding State:</u></p> <p><b>Step 1:</b> Automatic updates of the FIPS County Codes for other states are not recommended. The FIPS County Code discrepancies, because of ongoing problems with county FIPS Codes, should be addressed as a lesser priority in reconciling ICR discrepancies. Automation may be used to:</p> <ul style="list-style-type: none"><li>• Sort cases with FIPS County Codes returned from the other state as '000'. These cases need to be reviewed as to how they should be reconciled.</li><li>• Identify cases in your state's system where no FIPS County Code is recorded for the other state. The FIPS County Code obtained on the ICR results file may help you work the case in the other state.</li></ul>

Reason Code	Description/Suggested Next Action
04	<p>The <b>Case Status</b> in your state indicates that your state's case is open; however, the matching case submitted by the other state is closed.</p> <p><b>Suggested Next Action:</b></p> <p><u>As Initiating State:</u></p> <p><b>Step 1:</b> The worker analyzes the case to determine whether it should remain an interstate case, or whether a one-state action should be pursued.</p> <p><b>Step 2:</b> If the case is to remain interstate, send the CSENet transaction/UIFSA forms to have the other state initiate the appropriate interstate action on the case. <b>Or</b>, if a one-state action is to be pursued, close out interstate activity on the case and make it an in-state case.</p> <p><u>As Responding State:</u></p> <p><b>Step 1:</b> If the family no longer requires child support services, initiate the case closure procedure in accordance with Federal case closure criteria (e.g., by generating an MSC P GSC14 case closure notice provide transaction to the initiating state through CSENet.</p>
05	<p>The <b>Case Status</b> in your state indicates that your state's case is closed; however, the matching case submitted by the other state is open.</p> <p><b>Suggested Next Action:</b> <u>As Initiating State or as Responding State:</u></p> <p>None required. It is up to the state with the open case to determine the next appropriate action to take on its case.</p>

Reason Code	Description/Suggested Next Action
06	<p>This <b>Participant</b> was <b>not found in the other state's case</b>. Your state's case was matched against the other state's case; however, this participant on your case did not match any of the participants on the other state's case.</p> <p><b>Suggested Next Action:</b> <u>As Initiating State or as Responding State:</u></p> <p><b>Step 1:</b> Determine the participant criteria supporting the automated generation of a CSI request to receive more case/participant data from the other state (e.g., it may be more important to resolve this discrepancy when your CP or NCP was not found on the other state's case as opposed to a child not being found).</p> <p><b>Step 2:</b> Based on meeting the above criteria, the Reconciliation Response program generates a CSENet CSI R FRINF request transaction to the other state to request all available data on the other state's case and participants.</p> <p><b>Step 3:</b> Upon receipt of the CSI P FSINF provide transaction, the worker analyzes the provided data to determine whether this participant in your state's case requires correction or update in your state system.</p>

## APPENDIX C

### ICR RECONCILIATION MATCHING RESULTS FILE RECORD FORMAT [Version 1.1, March 17, 2004]

Field Name	Pos.	Len.	A/N	Comments
<b>Case ID</b>	1-15	15	A/N	Your state's Case ID
<b>Initiating/Responding Indicator</b>	16	1	A/N	Your state's I/R Indicator I – Initiating R – Responding
<b>FIPS Code</b>	17-21	5	A/N	Your state and county FIPS Code
<b>FIPS Code Positions 6-7</b>	22-23	2	A/N	Positions 6-7 of the FIPS Code for states that use them (if they are not used, the positions will be blank)
<b>SSN</b>	24-32	9	A/N	Your state's SSN
<b>Member ID</b>	33-47	15	A/N	Your state's Member ID
<b>Participant Type</b>	48-49	2	A/N	Your state's Participant Type: NP – Noncustodial Parent CP – Custodial Party PF – Putative Father CH – Child
<b>Case Status</b>	50	1	A/N	Your state's Case Status: O – Open C – Closed
<b>Last Name</b>	51-80	30	A/N	Your state's participant Last Name
<b>First Name</b>	81-96	16	A/N	Your state's participant First Name
<b>Middle Name</b>	97-112	16	A/N	Your state's participant Middle Name
<b>Date of Birth</b>	113-120	8	A/N	Your state's participant Date of Birth in CCYYMMDD format
<b>Sex</b>	121	1	A/N	Your state's participant Sex Code: M – Male F – Female O – Other
<b>Other State Case Number</b>	122-136	15	A/N	The Other State Case Number stored on your state's system
<b>Filler</b>	137	1	A/N	Future use
<b>Other State FIPS Code</b>	138-144	7	A/N	The FIPS Code for the other state's case stored on your state's system
<b>Filler</b>	145-159	15	A/N	Future use
<b>Filler</b>	160-161	2	A/N	Future use
<b>Contact Name</b>	162-201	40	A/N	The contact name or worker ID for the person assigned to this case in your state

Field Name	Pos.	Len.	A/N	Comments
<b>Contact Phone Number</b>	202-211	10	A/N	The phone number for the contact or caseworker assigned to this case in your state
<b>Contact E-Mail</b>	212-241	30	A/N	The e-mail address for the contact or caseworker assigned to this case in your state
<b>FCR-Supplied Indicator</b>	242	1	A/N	Indicates that the other state did not participate in the ICR project and the FCR was used to provide the information in this record: Y – FCR record match, State not participating in ICR N – Extract record match, State participating in ICR
<b>1<sup>st</sup> Reason Code</b>	243-244	2	A/N	First code for explanation of the match results
<b>2<sup>nd</sup> Reason Code</b>	245-246	2	A/N	Second code for explanation of the match results
<b>3<sup>rd</sup> Reason Code</b>	247-248	2	A/N	Third code for explanation of the match results
<b>4<sup>th</sup> Reason Code</b>	249-250	2	A/N	Fourth code for explanation of the match results
<b>5<sup>th</sup> Reason Code</b>	251-252	2	A/N	Fifth code for explanation of the match results
<b>6<sup>th</sup> Reason Code</b>	253-254	2	A/N	Sixth code for explanation of the match results
<b>7<sup>th</sup> Reason Code</b>	255-256	2	A/N	Future use. This field will not be used for the initial case-based ICR
<b>8<sup>th</sup> Reason Code</b>	257-258	2	A/N	Future use. This field will not be used for the initial case-based ICR
<b>9<sup>th</sup> Reason Code</b>	259-260	2	A/N	Future use. This field will not be used for the initial case-based ICR
<b>10<sup>th</sup> Reason Code</b>	261-262	2	A/N	Future use. This field will not be used for the initial case-based ICR
<b>11<sup>th</sup> Reason Code</b>	263-264	2	A/N	Future use. This field will not be used for the initial case-based ICR
<b>12<sup>th</sup> Reason Code</b>	265-266	2	A/N	Future use. This field will not be used for the initial case-based ICR
<b>Case ID (from Other State)</b>	267-281	15	A/N	This field contains the case ID from the other state
<b>FIPS Code (from Other State)</b>	282-288	7	A/N	This field contains the FIPS Code from the other state
<b>SSN (from Other State)</b>	289-297	9	A/N	This field contains the SSN for this participant from the other state
<b>Member ID (from Other State)</b>	298-312	15	A/N	Future use. This field will not be used for the initial case-based ICR

Field Name	Pos.	Len.	A/N	Comments
Participant Type (from Other State)	313-314	2	A/N	Future use. This field will not be used for the initial case-based ICR
Last Name (from Other State)	315-344	30	A/N	Future use. This field will not be used for the initial case-based ICR
First Name (from Other State)	345-360	16	A/N	Future use. This field will not be used for the initial case-based ICR
Middle Name (from Other State)	361-376	16	A/N	Future use. This field will not be used for the initial case-based ICR
Date of Birth (from Other State)	377-384	8	A/N	Future use. This field will not be used for the initial case-based ICR
Sex (from Other State)	385	1	A/N	Future use. This field will not be used for the initial case-based ICR
<b>Number of Adults From Your State</b>	386-387	2	N	This field contains the number of participants in your state's case that have a participant type of NP, CP or PF
<b>Number of Adults From Other State</b>	388-389	2	N	This field contains the number of participants in the other state's case that have a participant type of NP, CP or PF
<b>Number of Adults Matched</b>	390-391	2	N	This field contains the number of participants that matched and have a participant type of NP, CP or PF
<b>Number of Children from Your State</b>	392-393	2	N	This field contains the number of participants in your state's case that have a participant type of CH
<b>Number of Children from Other State</b>	394-395	2	N	This field contains the number of participants in the other state's case that have a participant type of CH
<b>Number of Children Matched</b>	396-397	2	N	This field contains the number of participants that matched and have a participant type of CH
<b>Other State Contact Name</b>	398-437	40	A/N	This field contains the contact name or worker ID for the person assigned to this case in the other state
<b>Other State Contact Phone Number</b>	438-447	10	A/N	This field contains the phone number for the contact or caseworker assigned to this case in the other state
<b>Other State Contact E-Mail</b>	448-477	30	A/N	This field contains the e-mail address for the contact or caseworker assigned to this case in the other state
<b>Other State FIPS Code Verification Indicator</b>	478	1	A/N	Verification indicator for the five-byte Other State FIPS Code that your state submitted Y – Your Other State FIPS Code is valid N – Your Other State FIPS Code is invalid

Field Name	Pos.	Len.	A/N	Comments
<b>FIPS Code Verification Indicator (from Other State)</b>	479	1	A/N	Verification indicator for the five-byte FIPS code submitted by the other state Y – The FIPS Code from the other state is valid N – The FIPS Code from the other state is invalid
<b>CP Match Indicator</b>	480	1	A/N	Match indicator for participant information (SSN and participant type match) on the CP. Y - The person was submitted as a CP on both cases, based on SSN match. N - The person was not submitted as a CP on both cases, based on SSN match.
<b>NP Match Indicator</b>	481	1	A/N	Match indicator for participant information (SSN and participant type match) on the NCP. Y - The person was submitted as an NCP on both cases, based on SSN match. N - The person was not submitted as an NCP on both cases, based on SSN match.
<b>Filler</b>	482-550	69	A/N	Future use

Version 1.1, March 17, 2004

## **APPENDIX D**

### **ICR RECONCILIATION REPORT FORMAT**

OCSE will provide all participating states with a print program to generate the ICR Reconciliation Report. This report formats the reconciliation results, producing a report file in the format displayed on the following page. Please contact Ken Nesbit (Kenny.Nesbit@ngc.com) at 703 345-8102 with any questions concerning the ICR Reconciliation Report.



Federal Parent Locator Service  
National ICR Project

Guide to Reconciliation Matching Results

INTERSTATE RECONCILIATION REPORT

FIPS CODE: 42/043  
OTHER STATE: 02 - ALASKA

	CASE-ID	I/R	CASE STATUS	OTHER STATE CASE-ID	OTHER ST. FIPS CODE	VLD IND	FCR SUPPLIED
YOUR STATE:	001234567	I	0		02000	Y	
CORRECT:							N

REASON CODE: 01 - CASE COULD NOT BE FOUND USING EITHER CASE-ID OR SSNS

PARTICIPANTS:

SSN	MEMBER-ID	PART TYPE	NAME
123456789	1234567890	CH	DOE
987654321	0987654321	NP	PUBLIC
999999999	2345678901	CP	PUBLIC

MARIAH ANITA SCOTT NI COLE

SUBMITTING STATE	OTHER STATE	MATCHED	CP MATCH IND	NCP MATCH IND
ADULTS: 2	0	0	N	N
CHILDREN: 1	0	0		

INTERSTATE RECONCILIATION REPORT

FIPS CODE: 42/079  
OTHER STATE: 02 - ALASKA

	CASE-ID	I/R	CASE STATUS	OTHER STATE CASE-ID	OTHER ST. FIPS CODE	VLD IND	FCR SUPPLIED
YOUR STATE:	069002161	I	0		02000	Y	
CORRECT:				001014213	02000	Y	N

REASON CODE: 02 CASE-ID DID NOT MATCH, NEW CASE-ID PROVIDED

PARTICIPANTS:

SSN	MEMBER-ID	PART TYPE	NAME
999999999	5544332211	CP	DOE
888888888	8877665544	NP	DOE
777777777	9988776655	CH	DOE
666666666	1122334455	CH	DOE
555555555	3344556677	CH	DOE

DONNA DONALD REESE KYLE BRANDON B

SUBMITTING STATE	OTHER STATE	MATCHED	CP MATCH IND	NCP MATCH IND
ADULTS: 2	2	2	Y	Y
CHILDREN: 3	3	3		

CONTACT: JANE PUBLIC  
PHONE: 907-555-4444  
E-MAIL: ICR-RESP@DORREVENUERS.STATE.AK.US